

## RECORDS RETENTION SCHEDULE APPROVAL REQUEST

Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

16/5/02

Division <b>Chronic Disease and Injury Control</b>		Branch(es) <b>Cancer Control Branch</b>	
Section(s)/unit			
Address (number, street, city) <b>611 North 7th Street, Suite B, Sacramento, CA 95814-0208</b>		GS code(s) <b>83149</b>	Index(s) <b>4511</b>
TO: Department of General Services			
Procurement Division		Check the appropriate box:	
State Records and Document Program		(2) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5-8.)	
1500 Fifth Street, Suite 101		(3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5-12.)	
Sacramento, CA 95814 (IMS C-39)		(4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8-12.)	
(916) 322-8705		(The original approval number will remain in effect.)	
NEW SCHEDULE INFORMATION (if applicable)	(5) Schedule number <b>H02-12</b>	(6) Schedule date <b>3/1/2002</b>	(7) Number of pages <b>6</b>
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) Schedule number(s)	(10) Approval number(s)	(11) Approval date(s)
			(12) Page number(s) revised

## PART I—AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) Signature—Manager directly responsible for the records <i>Joe McKee</i>	(14) Title <b>Chief of Administration</b>	(15) Date signed <b>3-5-02</b>
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) Signature—Records Management Analyst <i>Jim Billings</i>	(17) Title <b>DHS Records Management Coordinator</b>
(18) Name (printed or typed) <b>Jim Billings</b>	(19) Telephone <b>323-9268</b>
	(20) Date signed <b>5-24-02</b>

## PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) Signature—SRMO Consultant <i>John E. Fort</i>	(22) Approval number <b>02-213</b>
(23) Title <i>Records Management Consultant</i>	(24) Date signed <b>6/3/2002</b>

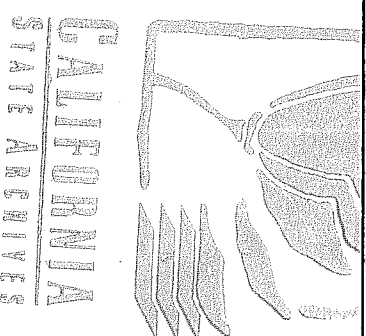
## PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)

ARCHIVES USE ONLY

## THE ATTACHED RECORDS RETENTION SCHEDULE:

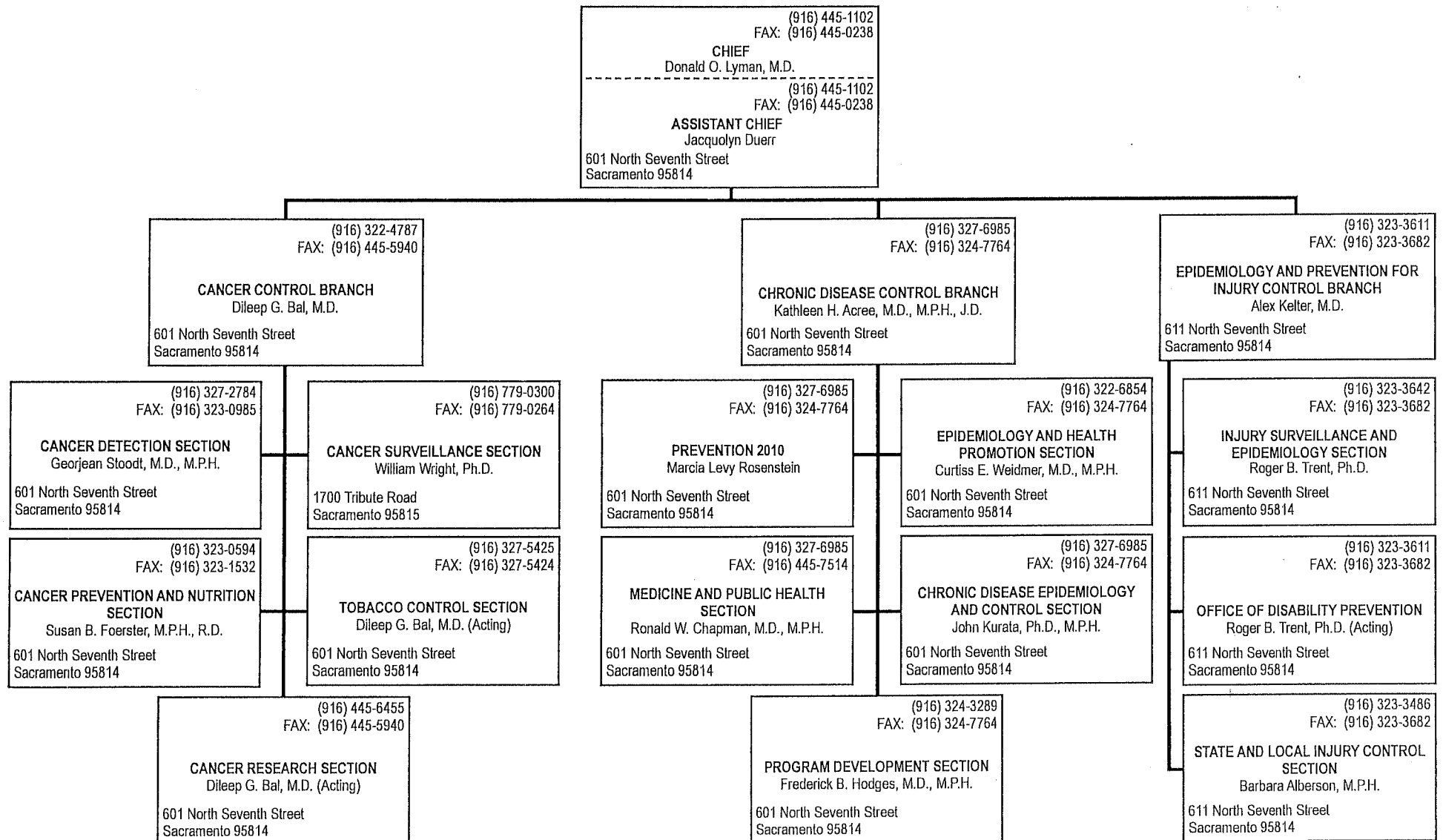
(25) ☐ Contains no material subject to further review by the California State Archives.(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1671 of the State Administrative Manual.)

(27) Signature—Chief of Archives <i>Frank Johnson</i>	(28) Date signed <b>6/7/02</b>
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CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
PREVENTION SERVICES  
DIVISION OF CHRONIC DISEASE AND INJURY CONTROL

02-213



**RECORDS RETENTION SCHEDULE**

Division (1) Chronic Disease and Injury Control	Branch(s) Cancer Control Branch	DHS schedule number (2) H02-12	Date (3) March 2002
Section(s) Cancer Research Section		GS code 83149	Page of pages (4) 1 of 6
Address (number, street, city) 611 North 7 <sup>th</sup> Street, Suite B, Sacramento			GS approval number (5) <b>02-213</b>

See instructions on reverse and in SAM 1600

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

**Program Description:**

The Cancer Research Section (CRS) of the California Department of Health Services is one of five sections comprising the Cancer Control Branch (CCB) of the Division of Chronic Disease and Injury Control. The basic mission of CRS is to direct the awarding of funds for innovative and creative cancer Research in California, particularly research addressing the causes, prevention, detection, and treatment of cancer.

CRS administers the California Cancer Research Program, the Translational Cancer Research and Technology Transfer Program, and the Marin County Breast Cancer Research Program, as well as collaborates with other California and national programs involved with cancer research, Education, and prevention. CRS is particularly committed to supporting translational cancer research, technology transfer, and program diffusion, in order to facilitate the timely transfer of recent laboratory and clinical advances in tertiary medical care into primary care settings. CRS is dedicated to bringing new California cancer researchers into the field, stimulating novel and complementary cancer research in the State, and involving communities and the private sector in cancer research in California. The ultimate goals of CRS include providing insights into why certain high-risk groups (e.g., the medically underserved) share a disproportionate burden of cancer, contributing to developing more effective means of cancer control, and improving the quality of life for all individuals with cancer. Since ethnically diverse, socio-economically disadvantaged, and medically underserved populations are disproportionately represented in cancer incidence and mortality rates both nationally and in California, CRS has a stated and explicit priority directed toward these high-risk populations.

Personnel files for the CRS are maintained by the CCB. Personnel Files for CRP are maintained here.

This schedule contains no vital records.

**Acronyms:**

PRA - Public Records Act 6250 et.al      Government Code

IPA - Information Practices Act 1798 et. al      Civil Code

CD - Confidential Destruction

\*Provide total of office and departmental storage only.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<b><u>ADMINISTRATIVE RECORDS</u></b>								
			<u>Correspondence</u>								
1	5		Chron Files	P		3			3		
2	↓		Subject Files	P		5			5		Managers Decision
3	↓		Reproduction/Printing Requests	P		2			2		
			<u>Financial</u>								
4	5		Expense Reports/Budgets	P		4			4		Or until audited, whichever comes first
5	↓		Billing/Accounting Reports	P		4			4		Or until audited, whichever comes first
6	↓		BCP's and BCC's	P		4			4		Or until audited, whichever comes first

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7	↓		Invoices	P		4			4		Or until audited, whichever comes first
8	↓		CALSTARS Reports	P		A+3			A+3		Active until updated
9	↓		Expenditure Drills	P		A+3			A+3		Active until updated
			<u>Equipment/Supplies/Space</u>								
10	1		Inventory	P		A			A		Active until revised/updated
11	↓		Purchase Request/Order	P		A+2			A+2		Active until items received
12	↓		Service Orders/Authorization	P		2			2		
13	↓		Inspection Reports/Moves Space	P		A+1			A+1		Active until completed
14	↓		Equipment Maintenance	P		A+1			A+1		Active until maintenance completed
			<u>Personnel</u>								
15	.5		Duty Statements	P		A			A		Active until revised/updated

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
16	.5		Employee Records	P		A+1			A+1	XI	Active until employee leaves/terminates PRA; IPA; CD
17	.5		Travel	P		A+1			A+1	XI	Active until travel complete. PRA; IPA; CD
18	1		Training	P		3			3	XI	PRA; IPA; CD
19	2		Applications	P		2			2	XI	PRA; IPA; CD; Gov Code 12946
20	1		Interview Documents	P		2			2	XI	PRA; IPA; CD
			<u>Policy/Procedure/Organization</u>								
21	.5		Polices	P		A			A		Active until revised/superseded
22	.5		Procedures	P		A			A		Active until revised/updated
23	7.5		Meetings/Minutes/Agendas	P		2			2		
24	1		Conferences (Symposia)	P		2			2		

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Chronic Disease and Injury Control

Branch(es)

Cancer Control Branch

DHS schedule number (2)

H02-12

Date (3)

March 2002

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GS code

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25	2		Committee (Council)	P		2			2		
			<u>Legislation</u>								
26	1	NOTIFY ARCHIVES	Bill Analysis	P		3			3	X	PRA
27	.5	NOTIFY ARCHIVES	Enrolled Bill Report	P		4			4	X	PRA
28	.5	NOTIFY ARCHIVES	Legislative Reports	P		4			4		
			<u>Records Management</u>								
29	.5		Records Retention Schedule	P		A			A		Active until revised/updated Required to be updated every 5 years
30	↓		Records Transfer Lists	P		A			A		Active until disposal of records
31	↓		Records Destruction Authorization	P		4			4		Hold 2 years from destruction date, then 2 additional years until audited whichever first.
32	↓		Records Holdings Annual Report	P		3			3		

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			<b><u>PROGRAM RECORDS</u></b>								
33	.5		Brochures/Pamphlets	P		A			A		Active until revised
34	1		Request for Applications	P		3			3		
35	2		Contracts	P		A+1		3	A+4		Active until end of contract year
36	2		Grants	P		A+1		3	A+4		Active until end of grant year
37	12		Subcontracts	P		A+1		3	A+4		Active until end of subcontract year
38	21		Applications (Unfunded)	P		1		3	4		
39	3		Scientific Review Materials	P		3			3		
	<b>67</b>		<b>TOTAL CUBIC FEET</b>								

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# Memorandum

**Date:** May 28, 2002

**To:** Jack Fort, Consultant

California Records and Information Management Program  
Department of General Services  
707 Third Street, Second Floor  
P.O. Box 989052

West Sacramento, CA 95798-9052

**From:**

*Jim Billings*

Jim Billings, DHS Records Coordinator  
Records Management and Administrative Support  
Administration

1800 Third Street, Room 455

P.O. Box 942732

Sacramento, CA 94234-7320

916-323-9268

**Subject:** Transmittal of DHS Records Retention Schedule H02-12

Attached for your review and approval is Department of Health Services (DHS), Records Retention Schedule (RRS) H02-12 for **Cancer Research Section**, Cancer Control Branch, Chronic Disease and Injury Control Division. Please note, this is a new RRS for this program.

If you have questions regarding questions, please do not hesitate to contact me.

Thank you.

Attachments

02-213